

Request for Proposals

The City of Battlefield is seeking Request for Proposals for Bookkeeping Services, including the posting of cash receipts and other month-end entries, and Monthly Financial Statement preparation. CPA Preferred. Duties also include: reconciliation of City's bank accounts, preparation of quarterly payroll tax forms and returns including W-2's and 1099's on an annual basis; year-end audit assistance and budget guidance; and produce semi-annual statements of revenues and expenditures for publication to meet state statutes. Sealed Proposals can be dropped off at City Hall located at 5434 S. Tower Drive in Battlefield, Missouri. For inquiries please call the City Clerk at 417.883.5840. Sealed Proposals due by **Wednesday, October 26th, 2016**, by 5:00 p.m. The City reserves the right to reject all proposals and to re-advertise if necessary.